

Dearborn County, Indiana

Geographic Information System (GIS) Intern

The Dearborn County Plan Commission is currently seeking a GIS Intern. Under general supervision, the GIS Intern will assist with the expanded design, development, analysis, implementation, and maintenance of the Dearborn County Geographic Information System. This will include coordinating related activities with other departments, consulting with department staff in the use and functions of GIS, and determining quality control standards for the datasets.

*For information about the Dearborn County Department of Planning & Zoning, visit us online now at www.dearborncounty.org/planning.

Part-Time Internship for:
GIS Technician
Three Month Summer Internship

Responsibilities:

Depending upon assignment, duties may include, but are not limited to, the following:

Job Duties:

- Assist with the County's Geographic Information System implementation and maintenance activities, including resource planning, policy and procedures development, departmental needs assessments, systems analysis, organization requirements, and education/training coordination
- Assist with GIS data development and/or conversion projects.
- Assign attribute data from other datasets to GIS format (i.e. permitting databases)
- Develop geographic information systems layers/data elements
- Interpret aerial photography / orthophotographs
- Perform digitizing and drafting as required.
- Develop and document GIS procedures.

Desired Skills:

The successful candidate should have the following experience: a general knowledge of GIS concepts, ability to respond to multiple tasks, ability to work independently in a professional environment, ability to manage files and large datasets, knowledge of metadata standards, proficient computing skills, and excellent written and oral communication skills.

Those applicants who appear best qualified based on applications and supplemental applications submitted will be invited to any combination of written, performance, or oral appraisal to further evaluate their job-related experience, education, knowledge, skills and abilities.

Familiarity or experience with the following software is desired: ArcView 3.x, ArcGIS 9 (ArcMap, ArcCatalog, ArcToolbox), Experience with AutoCAD and Windows 2000 highly desirable.

Interested individuals should submit resumes no later than April 1, 2005 to:

Margaret Minzner, GIS Coordinator
Dearborn County Plan Commission
215B W. High Street
Lawrenceburg, IN 47025

Start of employment negotiable based on availability of successful candidate